

ARSD20:68:04:01. Plan of supervision. The training supervisee and training supervisor shall sign a written training supervision agreement on a form designated by the board. The agreement must be approved by the board prior to beginning the training experience. The supervisee shall file the written training supervision agreement with the board that contains the following:

- (1) The supervisee's name and mailing address;
- (2) The supervisor's name and mailing address;
- (3) The supervisor's qualifications including license number and issue date;
- (4) The supervisor's place of employment;
- (5) The supervisee's signed acknowledgement and agreement to adhere to the ACA Code of Ethics; and
- (6) The setting where the counseling experience will occur.

ARSD20:68:04:02. Supervisor requirements and duties. The supervisor must be one of the following:

- (1) An Approved Clinical Supervisor (ACS) credentialed by the Center for Credentialing & Education, Inc. and recognized by the National Board for Certified Counselors, Inc. (NBCC) and Affiliates;
- (2) A licensed professional counselor, licensed professional counselor-mental health, licensed marriage and family therapist, certified social worker-private independent practice, licensed psychologist, or licensed psychiatrist, who has been actively licensed for at least three years prior to the beginning of supervision;
- (3) A licensed professional counselor, licensed professional counselor-mental health, licensed marriage and family therapist, certified social worker-private independent practice, licensed psychologist, or licensed psychiatrist, who has been actively licensed for at least one year and has evidence of completing 15 hours of supervision training pursuant to § 20:68:07:09 before beginning supervision; or
- (4) An American Association for Marriage and Family Therapy approved clinical supervisor.

Any exceptions must be approved by the board. The supervisor shall comply with the ACA Code of Ethics or the AAMFT Code of Ethics. The supervisor shall provide for the following:

- (A) That client welfare is protected;
- (B) That a supervisee functions within the limits of the supervisee's competence;
- (C) That the training occurs in activities relevant to the supervisee's position and academic background;
- (D) That the training expands and improves skills in areas for which the supervisee has academic background but inadequate training; and
- (E) That the training covers theoretical approaches in the following areas:
 - (i) Counseling psychotherapy techniques;
 - (ii) Appraisal, evaluation, and diagnostic procedures;
 - (iii) Treatment planning and implementation;
 - (iv) Case management and record keeping;
 - (v) Professional identity and function; and
 - (vi) Professional ethics and standards of practice.

Supervision shall include at a minimum two of the four following methods: the presentation and staffing of cases, the critiquing of audio and video counseling tapes, the direct observations of the supervisee, or the co-counseling with the supervisee.

The supervisor shall document evidence of complying with the requirements on a form provided by the board upon completion of the supervision.

ARSD20:68:04:03. Supervision requirements. Supervision is an intensive, interpersonal, focused relationship in which an approved supervisor is designated to facilitate the development of the therapeutic competence of training supervisees. **At least 2,000 hours of post-graduate counseling experience must be completed within five years, of which at least 800 hours is direct client contact and the remainder is counseling-related activities. A minimum of one hour of supervision per week must take place for a total of at least 100 hours.** Of these 100 hours, at least 50 hours shall be face-to-face. The balance may be face-to-face, group, or by telephone conferencing or interactive video conferencing. However, any telephone or video conferencing must be secure such that reasonable precautions have been taken to ensure that the conference will not be intercepted or listened to by unauthorized persons. Compliance shall be recorded on a supervision tracking form. For the purpose of this chapter, if a supervisor supervises one or two supervisees per session it is individual supervision, and if a supervisor supervises three to six supervisees, it is group supervision. No more than 50 percent of the required hours may be group supervision hours.